DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C866

Page 1 of 2

Agency
Washington County

Division/Unit

Finance/Gaming Commission

wasnington County			Finance/Gaming Commission	
Item No	Description		Retention	
1	Charitable donation files -contains but not limited to: request for funding, correspondence, listing of budget items; tax exemple annual reports, officers/board members name and			
2	Administrative hearing files Hearings involve violations to the rules and regula Gaming Commission. Parties involved include: O Wholesalers; Washington County and Administrat Judges.	perators	s; administrative, fiscal, legal or	
3	Operators files - taverns, schools, tip jars -contains but not limited to: applications, applicati renewal, prior record affidavit, copy of alcohol bev license, correspondence, monthly quarterly reports	verage	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy	
Approved	by Department, Agency or Division Representative	Scheo	dule Authorized by State Archivist	
Date	June 21, 1999	Date	JUL 2 0 1999	
Signature	Jail. Bithmen	Signa	sture Stward C. Japanfor	
Type Nan	neJoni L. Bittner			
Title	County Clerk			
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RDS RETENTION AND DISPOSAL SCHE

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. C 866

Page 2 of 2

	(CONTINUATION SILEET)	
Item No	Description	Retention
	Club files: tip jars: see operator files; also includes reports of direct contributions made by clubs, adding machine tapes	
3a	Fire dept - tip jars; see operator files	(Items 3a, 3b, 3c use the retention period as stated in item
3b	Wholesalers - tip jars -contains but not limited to: wholesalers tip jar license applications, renewal applications, license bond. Correspondence, real and personal property tax clearance certification, incorporation certification, license, prior record affidavit	3)
3c	Temporary tip jar - applications/licenses -contains but not limited to: temporary operator's license applications, application for renewal, prior record affidavit, application statement, correspondence, licensee report, quarterly reports	·
4	Blank forms: various forms used by the gaming commission	Retain until updated or superseded, then destroy

	a service of	
MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASH, Co.	FINANCE.	TrAMING COMM.
DEFINITION - Records Series - A group of related record		s well as retention and disposition purposes.
4. RECORD SERIES TITLE CHARITIAS	le DONATION	5. EARLIEST YEAR I LATETEST YEAR
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	C) ni-
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY WASH, CO.	2. DIVISION FINANCE.	3. UNIT FAMING COURS.
DEFINITION - Records Series - A group of related recei	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE HAMINGSING	Tive Hearing	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;
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7. RECORD SERIES FORMAT(S) D Letter Size D Microfilm D Legal Size D Computer Tape	8. RECORD SERIES SEQUENCE D. Alphabetical O. Numerical	9. VOLUME Diffic Drawer(s) Microfilm Real (s) Computer Tape (s) Other (Specify)
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) O Yes O No	describe any hardware/software)	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	Page Of			
1. DEPARTMENT/AGENCY WASH-CO	2. DIVISION FINANCE.	GAMING COMM			
DEFINITION - Records Series - A group of related recei	de normally filed and used as a unit for reference as	well as retention and disposition purposes.			
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE			
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of		
1. DEPARTMENTIAGENCY WASH, CO	2 DIMSION FINANCE.	Comming Comm		
DEFINITION - Records Series - A group of related recor	/	well as retention and disposition purposes.		
4. RECORD SERIES TITLE CLUB FILE TID JACS	25	5. EARLIEST YEAR / LATETEST YEAR 1946 TO CUSTENST		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY WASH (2)	2 DIVISION	J. UNIT
DEFINITION - Records Series - A group of related recei	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE FIFE	<u> </u>	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD	PageOf	
	P.C. BOX 275 - JESSUP, MARYLAND 20794	01	
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT	
WASh Co.	FINANCE.	Gaming Comm.	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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Monthly Reports.

Instructions Type or print a separate form for each new revised record series. Forward with records retention schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASH CO.	FINANCE.	GAMINGCOMM.
DEFINITION - Records Series - A group of related recer	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE TEMPORAL	RY TIP VAS	5. EARLIEST YEAR LATETEST YEAR 1996 TO CUTYENT
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

<u>Instructions</u> - Type or print a separate form for each new revised record series. Forward with records retention schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASH. Co.	FINANCE.	Transing Comme
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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